

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
INTERNSHIP DESCRIPTION FORM

INTERNSHIP HOST INFORMATION		
State Department / Agency: MDCH		
Administration / Office: Behavioral Health and Developmental Disabilities		
Location of Internship: Lansing, MI		
Intern Supervisor's Name(s): Deb Hollis		
Intern Supervisor's Title(s): Bureau Director		
Intern Supervisor's Phone: 517.241.2600	Intern Supervisor's Email: Hollisd@michigan.gov	
APPROVAL		
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): Lynda Zeller	
INTERNSHIP SCHEDULE		
Internship Time Period: All Semesters - Select Year	Internship Hours Requested Per Week: Any	
PREFERRED EDUCATION		
Major / Minor: Marketing, Journalism		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: <ul style="list-style-type: none"> – Strong communication – Excellent writing – Project management – Analytical and presentation skills – Balance multiple projects – Organizational and time management – Strong computer and research skills 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards
INTERNSHIP DESCRIPTION		
Internship Title: Marketing & Research Intern		
Intern Responsibilities / Projects: <ul style="list-style-type: none"> – Create layouts and design of communications such as reports, presentations and newsletter articles. – Develop a social marketing program to connect substance use disorder programs with primary health initiatives. – Proof documents for content and readability. – 		
APPLICATION PROCESS		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		

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Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Shelly Murrell	MurrellS@michigan.gov
Operations	Nancy Houts	HoutsN@michigan.gov
Other	Shelly Murrell	MurrellS@michigan.gov

For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships